



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Regular Meeting of Wednesday

March 2, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday March 2, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

**These meetings are held Quarterly

E. PRESENTATIONS

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for February 17, 2016
2. Approval of DRAFT minutes of regular meeting for February 17, 2016
3. Approve Register of District Invoices

G. BUSINESS AND ACTION ITEMS

1. Lease of closed fire station at 1535 Discovery Bay Boulevard
2. Wastewater Master Plan Plant 1 Update - Award of Bid to Stantec Inc. in the amount of \$37,000
3. Update on Filtration Project - The purpose of this item to update the Board on the Filtration Project (CIP-5), the project schedule, and funding timeline

4. Contract with Bob Murray and Associates for the recruitment of the District General Manager
5. Agency Comment Request – Discovery Bay Shopping Center Land Use Permit and Development Plan Application #LP16-2001

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT – Discussion and Possible Action

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Pickle Ball Court repair cost
2. Repair of sewer pipe on Beaver Lane
3. Other

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

There have been no Sub-Committee meetings since the last Board meeting

N. CORRESPONDENCE – Discussion and Possible Action

1. Aviation Advisory Committee Meeting Minutes 12-10-15
2. State Route 4 Bypass Authority Minutes 01-14-16

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of March 16, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

No Back Up
Documentation
For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Wednesday, February 17, 2016

SPECIAL MEETING 6:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

Call business meeting to order 6:00 p.m. – 6:00 p.m. by President Pease

Roll Call – All Present

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding items D-1

D. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

Agency Designated Representative: Rick Howard, Catherine Kutsuris and Rod Attebery

Unrepresented Employee: All TODB Employees

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

President Pease – The Board has reconvened from closed session.

Legal Counsel Attebery – Agenda Item D-1 - there is no reportable action.

F. ADJOURNMENT

The meeting adjourned at 7:07 p.m. to the Regular Meeting on February 17, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//sh – 02-22-16

<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 17, 2016
REGULAR MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:08 p.m. by President Pease
Pledge of Allegiance – Led by President Pease
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Discovery Bay Pickleball Club – Presented request to the Board. There was discussion between the Board, General Manager and the Discovery Bay Pickleball representative.

C. PRESENTATIONS

1. PG&E update on gas line maintenance project in Discovery Bay
PG&E Outreach Specialist, Julian Lacson provided an update regarding the gas line maintenance project in Discovery Bay. There was discussion between the Board, General Manager and PG&E.
2. Review Draft Five-Year Water and Five-Year Wastewater Rate Studies covering the period FY 2017-18 through FY 2021-22
Bartle Wells Associates Allison Lechowicz, Financial Analyst – Provided additional details of item C-2. There was discussion between the General Manager, the Board and the Bartle Wells Financial Analyst.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

1. **Director Steele** provided details of the Contra Costa LAFCO meeting he attended on February 10, 2016.
2. **Director Graves** provided details of the San Joaquin County LAFCO meeting he attended on February 11, 2016.

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of annual workshop meeting for January 30, 2016
2. Approval of DRAFT minutes of special (CS) meeting for January 30, 2016
3. Approval of DRAFT minutes of regular meeting for February 3, 2016
4. Approve Register of District Invoices
5. Board Member Training Sessions

Motion by: Director Simon to approve the Consent Calendar

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5 NOES: 0, ABSENT: 0

F. BUSINESS AND ACTION ITEMS

1. Proposal by Contra Costa Library System to provide limited library services in Discovery Bay
General Manager Howard – Provided the details of item F-1. There was discussion between the General Manager and the Board.

Contra Costa Library System representative provided details of the Discovery Bay Library Connection to the Board.

Motion by: Director Simon to approve the proposal from the Contra Costa Library System to provide limited library services in Discovery Bay and directs the Interim General Manager to execute any and all associated agreements between the Town and the Library System.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

2. Consideration of Facility Upgrades to Wastewater Treatment Plant #2 and the Community Center
General Manager Howard – Provided the details of item F-2. There was discussion between the General Manager, the Board and Parks & Landscape Manager Miller.

Motion by: Director Graves to approve the List of Projects and as projects move forward to report to the board a status update as well as costs on a monthly basis.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

3. Award of Change Order No. 1 and No. 2 for the Wastewater Treatment Plant No.2 Equipment Cover to McFadden Construction

General Manager Howard – Provided the details of item F-3.

District Engineer Harris – Provided additional details of item F-3.

Motion by: Director Graves to award the Change Order No. 1 and No. 2 for the Wastewater Treatment Plant No.2 Equipment Cover to McFadden Construction.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

4. Adoption of Resolution No. 2016-XX Amending Town of Discovery Bay Employee Personnel Policy Manual

General Manager Howard – Provided the details of item F-4.

Motion by: Director Steele to adopt Resolution No. 2016-XX Amending Town of Discovery Bay Employee Personnel Policy Manual.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0, ABSENT: 0

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. VEOLIA REPORT

1. Veolia Report – Month of January 2016

Project Manager Berney Sadler – Provided the details of the January 2016 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Considerations for District Office redesign

General Manager Howard – Provided the details of item J-1. There was discussion between the General Manager and the Board

Each member of the Board bid farewell to General Manager Howard.

K. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Attebery – bid farewell to General Manager Howard.

L. COMMITTEE UPDATES – Discussion and Possible Action

Director Graves provided the Water & Wastewater Committee meeting report to the Board.

M. CORRESPONDENCE – Discussion and Possible Action

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

Director Simon requested that water conservation within the Town of Discovery Bay be added to an upcoming Board agenda.

P. ADJOURNMENT

The meeting adjourned at 8:15 p.m. to the next Regular meeting dated March 2, 2016 starting at 7:00 p.m. at the Community Center.

//sh – 02-22-16

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 02, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 141,805.95

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2015/2016
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: F-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 02, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Calco Fence, Inc.	15-401	Regatta Park Fencing (Z57)	02/11/16	\$11,167.00
Commercial Tree Care	24121	Slifer Park (Z61)	02/04/16	\$3,200.00
Watersavers Irrigation Inc.	1660343-00	Weed Control (Z57,Z61)	02/12/16	\$182.48
		Administration	Sub-Total	\$14,549.48
Water				
Aflac	146237	Supplemental Insurance	02/25/16	\$323.52
Bartle Wells Associates	1006D	Water Rate Study	02/09/16	\$1,815.00
Big Dog Computer	BDC33187	Computer Setup	02/01/16	\$157.16
Big Dog Computer	BDC33189	Caselle Server Issue	02/10/16	\$68.00
Bill Pease	FEB 2016	Expense Report Feb 2016	02/25/16	\$138.00
Chris Steele	FEB 2016	Expense Report Feb 2016	02/25/16	\$192.70
Chris & Julie Thompson	Pinehollow Cir	Closed Account, Refund Overpayment	02/19/16	\$6.18
Cintas	185543851	Uniforms	02/10/16	\$11.19
Cintas	185544715	Uniforms	02/17/16	\$11.19
Costco	308767023	Membership	02/01/16	\$17.54
CR Framing	3982	Special Expense	02/16/16	\$33.88
Du-All Safety	17609	Monthly Safety Maintenance Jan 2016	01/31/16	\$1,160.00
Freedom Mailing Service, Inc	28372	Water Bills Jan 2016	02/08/16	\$1,044.77
Herwit Engineering	16-1	Vehicle Storage Facility	02/01/16	\$264.00
Herwit Engineering	16-1	Professional Services Jan 2016	02/01/16	\$1,430.93
J.W. Backhoe & Construction, Inc.	2537	Water Leak Starboard Ct	02/05/16	\$2,590.85
J.W. Backhoe & Construction, Inc.	2539	Water Leak Dolphin Pl	02/11/16	\$968.20
J.W. Backhoe & Construction, Inc.	2541	Raised Valve Cans Sand Point	02/11/16	\$757.40
Koff & Associates	2909	Class & Compensation Study	02/04/16	\$1,368.00
Luhdorff & Scalmanini	31493	General Services Jan 2016	01/31/16	\$9,201.75
Luhdorff & Scalmanini	31495	Urban Water Management Plan Jan 2016	01/31/16	\$1,402.50
MailFinance	N5780618	Quarterly Postage Machine Lease	02/14/16	\$96.42
Mark Simon	FEB 2016	Expense Report Feb 2016	02/25/16	\$138.00
Office Depot	818997340001	Office Supplies	01/26/16	-\$86.79
Office Depot	819840530001	Office Supplies	01/25/16	\$36.19
Office Depot	822722235001	Office Supplies	02/08/16	\$59.04
Office Depot	823063462001	Office Supplies	02/10/16	\$29.96
Office Depot	823616026001	Office Supplies	02/11/16	\$31.24
Pacific Gas & Electric	1521433231-2/021116	Electric & Gas Bill 01/12/16-02/10/16	02/11/16	\$2,664.13
Pacific Gas & Electric	2943721807-5/020916	Electric & Gas Bill 01/09/16-02/08/16	02/09/16	\$10,644.57
ReliaStar Life Insurance Company	#JR52 457(B)/022916	457(b) 02/15/16-02/29/16	02/29/16	\$267.77
Robert Leete	FEB 2016	Expense Report Feb 2016	02/25/16	\$138.00
Shred-It USA-Concord	9409206927	Shredding Service Jan 2016	01/28/16	\$22.90
Some Gave All	FEB 2016	Expense Report Feb 2016	02/25/16	\$292.25
TASC	450775312003/031516	IRS Sec 125 Health Savings Account	03/01/16	\$241.66
Veolia Water North America	55454	Vehicle Lease Jan 2016	02/12/16	\$500.00
Verizon Wireless	9759563554	Cell Phone Bill Jan 2016	01/26/16	\$126.27
		Water	Sub-Total	\$38,164.37
Wastewater				
Aflac	146237	Supplemental Insurance	02/25/16	\$485.28
American Retrofit Systems	1152	Rewire Motors WWTP#2	02/12/16	\$700.00
American Retrofit Systems	1154	Wire Cat 5 Phone Lines	02/18/16	\$300.00
Bartle Wells Associates	1006E	Wastewater Rate Study	02/09/16	\$1,135.96
Big Dog Computer	BDC33173	VOIP Installation WWTP#2	02/05/16	\$585.96
Big Dog Computer	BDC33187	Computer Setup	02/01/16	\$235.72
Big Dog Computer	BDC33189	Caselle Server Issue	02/10/16	\$102.00
Big Dog Computer	BDC33190	VOIP Installation WWTP#2	02/10/16	\$863.22
Bill Pease	FEB 2016	Expense Report Feb 2016	02/25/16	\$207.00
Chris Steele	FEB 2016	Expense Report Feb 2016	02/25/16	\$289.04
Cintas	185543851	Uniforms	02/10/16	\$16.78
Cintas	185544715	Uniforms	02/17/16	\$16.78
Costco	308767023	Membership	02/01/16	\$26.31
CR Framing	3982	Special Expense	02/16/16	\$50.80
Du-All Safety	17609	Monthly Safety Maintenance Jan 2016	01/31/16	\$1,740.00
Herwit Engineering	16-1	Vehicle Storage Facility	02/01/16	\$396.00
Herwit Engineering	16-1	RAS PS Control Panel	02/01/16	\$660.00
Herwit Engineering	16-1	Professional Services Jan 2016	02/01/16	\$2,146.39
Herwit Engineering	DB-MP-4/42	Secondary Process Improvements Proj 4	02/01/16	\$660.00
J.W. Backhoe & Construction, Inc.	2540	WWTP#1 Poured Concrete	02/11/16	\$758.12
Koff & Associates	2909	Class & Compensation Study	02/04/16	\$2,052.00
MailFinance	N5780618	Quarterly Postage Machine Lease	02/14/16	\$144.61
Mark Simon	FEB 2016	Expense Report Feb 2016	02/25/16	\$207.00
Office Depot	819840530001	Office Supplies	01/25/16	\$54.27
Office Depot	822722235001	Office Supplies	02/08/16	\$88.54
Office Depot	823063462001	Office Supplies	02/10/16	\$44.93

Office Depot	823616026001	Office Supplies	02/11/16	\$46.84
Pacific Gas & Electric	1181942262-4/020816	Electric & Gas Bill 01/08/16-02/07/16	02/08/16	\$4,645.01
Pacific Gas & Electric	7312115758-7/021116	Electric & Gas Bill 01/11/16-02/09/16	02/11/16	\$24,109.49
ReliaStar Life Insurance Company	#JR52 457(B)/022916	457(b) 02/15/16-02/29/16	02/29/16	\$401.65
Robert Leete	FEB 2016	Expense Report Feb 2016	02/25/16	\$207.00
Shred-It USA-Concord	9409206927	Shredding Service Jan 2016	01/28/16	\$34.35
Some Gave All	FEB 2016	Expense Report Feb 2016	02/25/16	\$438.36
TASC	450775312003/031516	IRS Sec 125 Health Savings Account	03/01/16	\$362.49
Veolia Water North America	54774	Large Replacement June 2015	01/21/16	\$13,719.61
Verizon Wireless	9759563554	Cell Phone Bill Jan 2016	01/26/16	\$189.40

Community Center

Wastewater Sub-Total \$58,120.91

Community Center Sub-Total \$0.00

Grand Total \$110,834.76

Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 02, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bill Brandt Ford	143771	Oil Change	02/11/16	\$55.02
Cintas	185543851	Uniforms	02/10/16	\$39.09
Cintas	185543851	Community Center-Mats	02/10/16	\$40.44
Cintas	185544715	Uniforms	02/17/16	\$39.09
Cintas	185544715	Community Center-Mats	02/17/16	\$40.44
Commercial Tree Care	24211	Community Center-Tennis Court Area	02/12/16	\$4,115.00
Delta Debris Box Service	1154552	40 Yd Bin	01/31/16	\$611.32
Pacific Gas & Electric	0869258994-1/020816	Electric & Gas Bill 01/08/16-02/07/16	02/08/16	\$423.63
Pacific Gas & Electric	5702839598-6/020916	Community Center-Electric & Gas Bill 01/08/16-02/07/16	02/09/16	\$638.33
Pacific Gas & Electric	5939734421-5/021616	Electric & Gas Bill 01/15/16-02/16/16	02/16/16	\$7,661.98
Shred-It USA-Concord	9409206928	Community Center-Shredding Service Jan 2016	01/28/16	\$85.60
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 01/01/16-01/31/16	01/31/16	\$102.76
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 01/01/16-01/31/16	01/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 01/01/16-01/31/16	01/31/16	\$14.21
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 01/01/16-01/31/16	01/31/16	\$260.06
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 01/01/16-01/31/16	01/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 01/01/16-01/31/16	01/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 01/01/16-01/31/16	01/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 01/01/16-01/31/16	01/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 01/01/16-01/31/16	01/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 01/01/16-01/31/16	01/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 01/01/16-01/31/16	01/31/16	\$6.04
Town of Discovery Bay, CSD	432	Payroll Reimbursement-Dec 2015	02/25/16	\$14,719.13
Watersavers Irrigation Inc.	1660343-00	Weed Control	02/12/16	\$91.23
			Total	\$29,044.28

Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 02, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185543851	Uniforms	02/10/16	\$38.48
Cintas	185544715	Uniforms	02/17/16	\$38.48
Delta Debris Box Service	1154552	40 Yd Bin	01/31/16	\$374.68
Pacific Gas & Electric	0403377952-3/020816	Electric & Gas Bill 01/08/16-02/07/16	2/8/2016	\$45.01
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 01/01/16-01/31/16	01/31/16	\$46.86
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 01/01/16-01/31/16	01/31/16	\$9.67
Town of Discovery Bay, CSD	433	Payroll Reimbursement-Dec 2015	02/25/16	\$1,272.82
Watersavers Irrigation Inc.	1660343-00	Weed Control	02/12/16	\$91.24
			Total	\$1,926.91



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 2, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Same

Agenda Title

Lease of closed fire station at 1535 Discovery Bay Boulevard

Recommended Action

Authorize the Interim General Manager to negotiate and sign a lease on behalf of the Town of Discovery Bay with the East Contra Costa Fire Protection District for the use of Fire District property at 1535 Discovery Bay Boulevard.

Executive Summary

The existing District facilities do not provide sufficient space for our Park and Recreation maintenance functions. Currently, the Park and Maintenance personnel are working out of four separate locations. These locations and the constraints/challenges are summarized below:

1. Plant 1 area: Utilizing the Plant I area for park/landscaping maintenance requires employees to access the site via an uncontrolled left turn along Highway 4. This increases the potential of an on-the-job injury for our staff. In addition, the distance between this site and their work locations measurably decreases the efficiency of the operation.
2. Community Center: A significant amount of the parks/maintenance supplies and equipment are stored in various locations on the Community Center property. This leads to inefficiencies in operations and makes the tracking of supplies and equipment more difficult.
3. Commercial Storage Unit: The District has a leased storage space at a cost of \$189.00 per month. A lease of the Fire District property would eliminate this need and the lease would be cancelled.
4. Main Office: Areas adjacent to the water tanks in the area where Veolia works is utilized by the Parks Maintenance staff.

The closed Fire Station property is centrally located and has sufficient space to replace the utilization of all four locations above. The two large storage bays are very important for the Parks and Maintenance staff in that they provide sufficient indoor storage for equipment as well as a work location during inclement weather (including the summertime heat). The opportunity to centralize the equipment that staff uses on a day to day basis will improve the efficiency of their operation allowing them to spend more time in the actual maintenance of the park and landscaping grounds in our community.

The Fire District Chief has expressed interest in leasing the property with an annual cost of approximately \$14,000 along with the payment of utilities and routine maintenance.

The question has been raised as to whether a lease/purchase agreement is possible. The Fire Chief has expressed interest in a straight lease only at this time. In the future, should the Fire District be interested in selling the property, the requirements for a public entity to transfer surplus real property would likely be triggered. Should that occur, the Town of Discovery Bay would be able to pursue that option presuming the Board remains interested.

The basic terms of the proposed lease are:

1. Annual lease with the option to extend;
2. Monthly rent of \$1,200 plus utilities;
3. Lease can be terminated by either party with sufficient written notice

Fiscal Impact:

Amount Requested \$ 14,400 (plus utilities)

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

None

AGENDA ITEM: G-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 2, 2016

Prepared By: Gregory Harris, District Engineer, Herwit Engineering

Submitted By: Catherine Kutsuris, General Manager

Agenda Title

Wastewater Master Plan Plant 1 Update - Award of Bid to Stantec Inc. in the amount of \$37,000.

Recommended Action

That the Board: (1) Award a contract to Stantec Inc, in the amount of \$37,000; (2) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (3) authorize the General Manager to execute all contract documents.

Executive Summary

The existing Wastewater Master Plan was completed and accepted by the Board in February 2013. In January 2015, the Board approved an amendment to the plan to formally evaluate the impact of nitrification and de-nitrification required by our new National Pollution Discharge Elimination System (NPDES) permit on the wastewater facilities. This report update was completed April 30, 2015.

Recent review of CIP items for replacement and upgrade of aged facilities at Plant No. 1 indicates several million dollars or more may be needed for long term repairs at Plant No. 1. This has led to discussions of whether it is better to repair and upgrade Plant No. 1 or to construct the Plant No.1 facilities at Plant No. 2. Moving Plant No. 1 may have an overall community benefit as well. More information on the costs to maintain and upgrade existing facilities and/or move Plant 1 to Plant 2 is needed. At the last Board workshop, the Board members requested that an engineering evaluation of this issue be prepared. The timing of this study is important as the decision of whether Plant 1 will remain or ultimately be moved to Plant 2 has financial implications that would need to be included in the District's rate study which is nearing completion.

The original Wastewater Master Plan and subsequent updates were prepared by Stantec Inc. A proposal was received from Stantec to prepare this plan update for Plant 1 Evaluation and is attached for reference.

Staff recommends proceeding with the Master Plan Update proposal from Stantec Inc. Funds will come from the existing consultant budget.

Fiscal Impact:

Amount Requested \$37,000. plus tax and contingency

Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Acceptance of the Wastewater Master Plan and subsequent Nitrate Update.

Attachments

Exhibit A - Proposal From Stantec for Wastewater Master Plan Update - Plant 1 Improvements.

AGENDA ITEM: G-2



Stantec Consulting Services Inc.
3875 Atherton Road, Rocklin CA 95765-3716

February 8, 2016

Attention: Rick Howard, District Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

Reference: Wastewater Treatment Plant Master Plan Update – Plant 1 Improvements

Dear Mr. Howard,

We are pleased to submit this proposal to update the Town of Discovery Bay Community Services District Wastewater Treatment Plant Master Plan to consider alternatives for rehabilitation or replacement of Plant 1 secondary treatment facilities. We understand the existing oxidation ditch and clarifiers have structural damage and that the mechanical equipment in these facilities is at the end of its useful life and must be replaced. Similarly, we understand that the motor control center (MCC) must be replaced.

We understand the District would like to investigate three alternatives for the Plant 1 facilities as follows:

Alt. 1: Rehabilitate the existing oxidation ditch and clarifiers, including structural repairs and new mechanical equipment, and replace the existing MCC.

Alt. 2: Rehabilitate the existing oxidation ditch, including structural repairs and new mechanical equipment, construct two new clarifiers with modern features, and replace the existing MCC.

Alt. 3: Replace the existing Plant 1 secondary treatment facilities with new facilities located at Plant 2.

In evaluation of the three alternatives listed above, Stantec would make maximum use of information available from the recent design and construction of the Plant 2 expansion and from our recent Master Planning efforts. For all alternatives, the addition of an anoxic basin with each oxidation ditch at Plant 1 and Plant 2 would be presumed, in accordance with the recommendations of Master Plan Amendment 2 Update. Stantec would rely on Herwit Engineering, as a subconsultant, to assist with site inspections and recommendations.

Design with community in mind



February 8, 2016
Mr. Rick Howard, District Manager
Page 2 of 3

Reference: Wastewater Treatment Plant Master Plan Update – Plant 1 Improvements

Our specific proposal for the Master Plan Update includes the following tasks:

1. Prepare detailed evaluations of rehabilitation and replacement work needed under Alternative 1. This would include field inspections to assess damage to existing oxidation ditch and clarifier structures after these structures are drained and cleaned by others. The existing MCC and related electrical equipment would also be inspected. Additional condition information would be obtained from District and operations staff. The type and estimated costs for structural repairs would be determined. After obtaining detailed information on existing mechanical equipment, proposals for replacement equipment, including upgraded modern features, would be solicited from equipment manufacturers and recommendations and costs for equipment replacement developed. The recommended layout and estimated cost for MCC replacement also would be determined.
2. The work under this task would include determination of the proposed location, configuration, and costs for two new clarifiers with modern features to replace the existing clarifiers at Plant 1 under Alternative 2. Piping modifications required to suit the new clarifiers would be determined, including hydraulic analyses as needed. Oxidation ditch improvements under Alternative 2 would be the same as Alternative 1 and MCC replacement would be the same as Alternative 1, with possible minor revisions to suit the new clarifiers.
3. This task includes evaluation of all improvements needed to replace the secondary treatment facilities at Plant 1 with all new facilities at Plant 2. The new facilities would include an oxidation ditch (with associated anoxic basin), two clarifiers, and a pumping station for return and waste activated sludge. The new facilities would be coordinated with existing facilities to form one integrated treatment system. Required hydraulic features needed to transfer screened raw sewage from the Plant 1 headworks, which will remain in service, to the revised Plant 2 secondary treatment system and to fully incorporate the new oxidation ditch and clarifiers into the Plant 2 treatment system would be assessed. With input from the District, recommendations for demolition of existing facilities and restoration and reuse of Plant 1 areas would be developed.
4. An alternative evaluation matrix would be developed to compare Alternatives 1 through 3 and select the apparent best alternative. Consideration would be given to capital costs and any differences in ongoing operation and maintenance costs between the three alternatives. A total present worth cost evaluation would be developed. The alternatives would also be evaluated with respect to process performance, reliability, and ease of operation and maintenance.



February 8, 2016
Mr. Rick Howard, District Manager
Page 3 of 3

Reference: Wastewater Treatment Plant Master Plan Update – Plant 1 Improvements

5. After District concurrence, a summary description, layout, and cost estimate for the recommended project would be developed.
6. The analyses and results from this study would be summarized in a draft Amendment 3 to the Town of Discovery Bay Community Services District Wastewater Treatment Plant Master Plan, which would be submitted for District review.
7. After receipt of District comments on the draft amendment, the final Master Plan Amendment 3 will be developed and submitted, including five copies of a bound report and an electronic file in pdf format.
8. Stantec would coordinate with District and operation staff throughout preparation of the proposed study. One on-site meeting to review the draft report would be conducted.
9. Stantec would provide project management and administration services as needed to assure completion of the work in accordance with this proposal.

We propose to complete the Master Plan Update on a time and expense basis, in accordance with our Fee Schedule, which is attached. We estimate that the total cost for this work would be approximately \$37,000 and would agree not to exceed this amount, without prior authorization.

The proposed Master Plan Update would be completed within approximately 60 days from notice to proceed, provided that the existing Plant 1 oxidation ditch and clarifiers are drained and cleaned for our inspection within 30 days of notice to proceed.

We look forward to this opportunity to continue our relationship with the District. Please call if you have any questions or wish to discuss this proposal.

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink that reads "Steven T. Beck".

Principal, Water
Phone: (916) 773-8100
Fax: (916) 773-8448
Steven.Beck@stantec.com

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SCHEDULE OF BILLING RATES – 2016

Billing Level	Hourly Rate	Description
4	\$84	Junior Level position <input type="checkbox"/> Independently carries out assignments of limited scope using standard procedures, methods and techniques <input type="checkbox"/> Assists senior staff in carrying out more advanced procedures <input type="checkbox"/> Completed work is reviewed for feasibility and soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program or equivalent <input type="checkbox"/> Generally, one to three years experience
5	\$92	
6	\$101	Fully Qualified Professional Position <input type="checkbox"/> Carries out assignments requiring general familiarity within a broad field of the respective profession <input type="checkbox"/> Makes decisions by using a combination of standard methods and techniques <input type="checkbox"/> Actively participates in planning to ensure the achievement of objectives <input type="checkbox"/> Works independently to interpret information and resolve difficulties <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, three to six years experience
7	\$109	
8	\$118	
9	\$127	First Level Supervisor or first complete Level of Specialization <input type="checkbox"/> Provides applied professional knowledge and initiative in planning and coordinating work programs <input type="checkbox"/> Adapts established guidelines as necessary to address unusual issues <input type="checkbox"/> Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, five to nine years experience
10	\$137	
11	\$148	
12	\$161	Highly Specialized Technical Professional or Supervisor of groups of professionals <input type="checkbox"/> Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Participates in short and long range planning to ensure the achievement of objectives <input type="checkbox"/> Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures <input type="checkbox"/> Reviews and evaluates technical work <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, ten to fifteen years experience with extensive, broad experience
13	\$173	
14	\$186	
15	\$196	Senior Level Consultant or Management <input type="checkbox"/> Recognized as an authority in a specific field with qualifications of significant value <input type="checkbox"/> Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise <input type="checkbox"/> Independently conceives programs and problems for investigation <input type="checkbox"/> Participates in discussions to ensure the achievement of program and/or project objectives <input type="checkbox"/> Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects <input type="checkbox"/> Graduate from an appropriate post-secondary program, with credentials or equivalent <input type="checkbox"/> Generally, more than twelve years experience with extensive experience
16	\$216	
17	\$252	

Note: Rates subject to escalation at end of calendar year.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 2, 2016

Prepared By: Gregory Harris, District Engineer, Herwit Engineering

Submitted By: Catherine Kutsuris, General Manager

Agenda Title

Update on Filtration Project - The purpose of this item to update the Board on the Filtration Project (CIP-5), the project schedule, and funding timeline.

Recommended Action

No Action - Informational Only

Executive Summary

The Town's National Pollution Discharge Elimination System (NPDES) permit that governs all wastewater activities for the Town was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In this renewal, the RWQCB required the Town to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with CCR Title 22 unrestricted reuse. The facilities are required to be constructed and operational by December 31, 2017. The discharge limits also change to the lower values on this date.

HERWIT Engineering has prepared the plans and specifications for the project. Estimated Construction cost is \$6.6 Million. Estimated total project cost is \$7.4 million.

Project Schedule is as follows:

- Bid the construction of the project the week of March 1, 2016.
- Bids due April 4, 2016.
- Board Award April 6, 2016
- Notice to proceed April 25, 2016.
- Construction Completion August 1, 2017.
- Start up and commissioning: August - October 2017

The Town currently does not have sufficient funds to construct this project. The Town is proceeding with an updated rate study and planed public or private financing of the project. The rate study is scheduled to be completed by July 1, 2016. Financing will take place in July and August with Proceeds likely available in September 2017. The Town plans to use reserves to bridge the funding gap until financing is completed and to reimburse reserves from the funding proceeds.

Fiscal Impact:

Amount Requested \$7.4 Million

Sufficient Budgeted Funds Available?: No (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item -

Authorization for updated rate study.

Attachments - None

AGENDA ITEM: G-3



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 2, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Same

Agenda Title:

Contract with Bob Murray and Associates for the recruitment of the District General Manager

Recommended Action:

Authorize the Interim General Manager to sign on behalf of the District a contract with Bob Murray and Associates for the recruitment of a District General Manager.

Executive Summary:

February 19, 2016 was the last day for former General Manager Rick Howard. Prior to departing, Mr. Howard requested a proposal from Bob Murray and Associates to undertake the recruitment for the District's new General Manager.

The proposal, a copy of which is attached, has a total cost of \$24,400 (\$17,500 for professional services and a maximum of \$6,900.00 for reimbursable expenses). Reimbursable expenses are defined as travel, advertising, mail, printing and other administrative expenses required for the recruitment.

Bob Murray has extensive experience in public sector recruitment and is well qualified to manage this recruitment. Mr. Murray is available to begin the search immediately; it is expected that the candidate pool would be provided to the Board for interviews/consideration within 90 days.

Fiscal Impact:

Amount Requested \$ \$24,400

Sufficient Budgeted Funds Available?: Y (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Proposal to Conduct an Executive Recruitment for a General Manager – Submitted by Bob Murray and Associates

AGENDA ITEM: G-4



A PROPOSAL TO CONDUCT AN EXECUTIVE
RECRUITMENT FOR A
General Manager
ON BEHALF OF THE
Town of Discovery Bay Community Services District

phone 916.784.9080
fax 916.784.1985
1677 Eureka Road, Suite 202, Roseville, CA 95661

February 12, 2016

Members of the Board of Directors
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Board Members:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the General Manager recruitment for the Town of Discovery Bay Community Services District. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee, and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the General Manager recruitment, Bob Murray & Associates offers the following expertise:

- ❖ Our firm has an unmatched record of success in recruiting local government professionals. We have conducted numerous General Manager/District Manager searches on behalf of large and small cities and districts throughout the Western United States. We recently completed the General Manager recruitments on behalf of the Mendocino County Russian River Flood Control & Water Conservation Improvement District, the East Valley Water District, the Montecito Water District, the Monterey Regional Waste Management District, the Big Bear City Community Services District, South Placer Municipal Utility District, and United Water Conservation District, CA and the District Manager recruitment for San Lorenzo Valley Water District, CA. Our other most recent experience includes the General/District Manager recruitments on behalf of Calaveras County Water District, Jurupa Community Services District, Kennewick Irrigation District, and the Mid-Peninsula Water District. Our previous experience includes General Manager recruitments for the Joshua Basin Water District, Rainbow Municipal Water District, Sweetwater Springs Water District, Walnut Valley Water District, and Valley of the Moon Water District. The firm's other executive recruitments in the water industry include the Arizona Municipal Water Users Association (Executive Director), Calaveras County Water District (Finance Director), the City of Aurora, CO (Deputy Director of Water Resources), the City of Bakersfield (Water Resources

Director), the El Paso Water Utilities-Public Service Board (President/CEO), the City of Dallas (Assistant Director of Water Utilities), the City of Phoenix (Director of Water Services), the City of Stockton (Deputy Director of Water Resources Planning), Desert Water Agency (Human Resources Manager), Las Virgenes Municipal Water District (Human Resources Manager), and Palmdale Water District (Finance and Services Manager, Human Resources Director). This experience will be valuable in both the candidate search and evaluation, as will our contacts in the water resources industry.

➤ Bob Murray & Associates is familiar with Contra Costa County and the surrounding region. We are currently recruiting the City Manager recruitment on behalf of the City of Martinez; We recently completed recruitments on behalf of the cities of Walnut Creek (City Manager, City Attorney, and Police Chief); Concord (City Attorney, City Manager, Economic Development Director and Police Chief); and Pittsburg (City Manager and Police Chief). In addition, we have conducted recruitments on behalf of the cities of Antioch (City Manager); Brentwood (Police Chief); Concord (City Manager); El Cerrito (Police Chief); Hercules (Finance Director); Oakley (City Manager); Orinda (City Manager); Pittsburg (City Manager); Richmond (Capital Projects Manager, Senior Engineers, Associate Engineers – CIP Division, and Wastewater Contract Administrator); San Pablo (City Manager); San Ramon (City Manager); and Walnut Creek (Community Development Director). Our knowledge of the region, its issues, and its outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate's experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the Town of Discovery Bay Community Services District, but also that the selected candidate will reflect positively upon your organization.

To learn first hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 10 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President
Bob Murray & Associates

TABLE OF CONTENTS

THE RECRUITMENT PROCESS.....	2
STEP 1 DEVELOPING THE CANDIDATE PROFILE	2
STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE	2
STEP 3 RECRUITING CANDIDATES.....	2
STEP 4 SCREENING CANDIDATES	2
STEP 5 PERSONAL INTERVIEWS	3
STEP 6 PUBLIC RECORD SEARCH	3
STEP 7 RECOMMENDATION.....	3
STEP 8 FINAL INTERVIEWS	3
STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS.....	4
STEP 10 NEGOTIATIONS.....	4
STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE	4
BUDGET AND TIMING.....	5
PROFESSIONAL FEE AND EXPENSES.....	5
TIMING	5
GUARANTEE	5
PROFESSIONAL QUALIFICATIONS	6
REFERENCES	10

THE RECRUITMENT PROCESS

Bob Murray & Associates' unique and client oriented approach to executive search will ensure that the Town of Discovery Bay Community Services District has quality candidates from which to select the new General Manager. Outlined below are the key steps in our recruitment process.

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the District's needs will be key to a successful search. We will work with the Board of Directors to learn as much as possible about the organization's expectations for a new General Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the District. We also want to know the Board's expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the District to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the District's needs, we will design an effective advertising campaign appropriate for the General Manager recruitment. We will focus on professional journals that are specifically suited to the General Manager search. We will also develop a professional recruitment brochure on the Board's behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the Town of Discovery Bay Community Services District.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the General Manager position to prospective candidates will be essential to the success of the search.

STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the General Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each recommended candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the communities in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

STEP 10 NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment we will provide the Board of Directors with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

BUDGET AND TIMING

PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the General Manager recruitment on behalf of the Town of Discovery Bay Community Services District is \$17,500 plus expenses. Services provided for in the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The Town of Discovery Bay Community Services District will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project to be \$6,900. Reimbursable expenses include such items as the cost of recruiter travel; clerical support; brochure development; placement of ads; credit, criminal and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate.

TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy-five to ninety days from the start of the search.

Task:	Week:
Contract Start Date:	TBD
Initial Meeting(s):	1 week from contract start date
Our firm develops recruitment brochure:	2 weeks from contract start date
District approves brochure:	4 weeks from contract start date
Job advertising and candidate sourcing:	8 weeks from contract start date
Our firm reviews application packets:	9 weeks from contract start date
Our firm conducts screening process:	10 weeks from contract start date
District approves candidates:	12 weeks from contract start date
District's interview panel convenes:	13 weeks from contract start date
Reference/Background Checks:	14 weeks from contract start date
Second Interviews by District, if necessary:	15 weeks from contract start date
Offer of Employment:	17 weeks from contract start date

(This schedule can be adjusted to meet the District's needs.)

GUARANTEE

We guarantee that should a recommended candidate selected for the position be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the Town of Discovery Bay Community Services District. We are confident in our ability to recruit outstanding candidates and do not expect the Town of Discovery Bay Community Services District to find it necessary to exercise this provision of our proposal.

PROFESSIONAL QUALIFICATIONS

BOB MURRAY, FOUNDER

Mr. Murray brings over 25 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest.

Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search company serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT

Ms. Gaeta Phillips has over 15 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Ms. Gaeta Phillips has expertise in the full recruiting cycle, from process design and outreach through candidate assessment and selection. She has placed senior-level candidates in a variety of industries and fields, including Finance, Information Technology, and Engineering. Ms. Gaeta Phillips is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success. Ms. Gaeta Phillips has a passion for helping people, evidenced by her fundraising and efforts to raise awareness for organizations such as Autism Speaks and the M.I.N.D. Institute.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT

Mr. Phillips started his career with a New York based Fortune 100 company and quickly became a Senior Manager building and running a large customer service organization in New York and eventually in thirteen countries in Europe. He also served as a Director with a large Fortune 500 company and was responsible for developing and maintaining new and existing clients in Europe, Asia, and Australia. He then became Senior Vice President with a public enterprise software company. Some of his successes include building an organization from 2 to 250 people worldwide; acquiring 5 companies in two years; and growing a company from 800 to 1200 employees.

Mr. Phillips was part of an executive acquisition and recruiting team where he helped build a start-up enterprise software company in San Francisco. He recruited top notch talent, and built a world class organization. The company was eventually sold to a Fortune 500 software company.

Mr. Phillips has maintained customer relationships in the public sector, private sector, as well as medical, and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips is involved in his community as a soccer coach and as an organizer of fundraisers for Autism Speaks in Sacramento. Mr. Phillips received his Associate of Science degree, as well as completed coursework at Rochester Institute of Technology, NY.

REGAN WILLIAMS, SENIOR VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates. Most recently, he worked as a private consultant with Deloitte and Touche on various public sector assignments. Prior to that, he served as Director of Public Safety with the City of Sunnyvale, CA.

Mr. Williams was involved in the development of some of Sunnyvale's most innovative programs and has a national reputation for excellence in law enforcement. He has been responsible for numerous recruitments throughout his career. Clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having recently retired as the Chief of Police in Walnut Creek, CA.

Throughout his career, Mr. Bryden has been involved in public sector consulting. He has vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government. Mr. Bryden has a solid reputation as a leader in the public sector, and clients find his ability to find and evaluate outstanding applicants invaluable.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts degree in Communication from San Diego State University.

FRED FREEMAN, VICE PRESIDENT

Mr. Freeman brings over 24 years of local government experience to Bob Murray & Associates, with 11 years in the recruitment field. Mr. Freeman is a retired Chief of Police and has served as an elected official in local government. He has vetted hundreds of local governmental officials in the pre-employment process and conducted recruitments for positions in all sectors of public agency employment.

In addition to his career in the law enforcement field, Mr. Freeman served as the Mayor and the Mayor Pro-Tem for the Los Alamitos City Council. Mr. Freeman has been a member of the Public Safety Policy Committee - California League of Cities; the Orange County Fire Authority Board of Directors; and the Orange Line Development Authority as the Vice-Chair. His unique perspective and experience, as both a member of executive city staff and as an elected official, provides exceptional results for our clients.

Mr. Freeman is a graduate of the FBI National Academy and received his Teaching Credential from the University of California Los Angeles.

AMANDA URRUTIA-SANDERS, PRINCIPAL CONSULTANT

As a consultant with Bob Murray & Associates, Ms. Urrutia-Sanders is responsible for research, candidate recruitment and screening, as well as reference checks and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search.

Ms. Urrutia-Sanders brings several years of industry experience as she worked for one of the nation's largest recruitment firms. Her insight into the recruitment process is a valuable asset to Bob Murray & Associates.

Ms. Urrutia-Sanders received her Bachelor of Arts degree in Communications from the University of Wyoming.

AMBER SMITH, SENIOR CONSULTANT

As Senior Consultant with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. She is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Ms. Smith brings over 5 years of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. She is committed to working as a partner with clients and candidates in order to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

ADAM CARP, OFFICE COORDINATOR

Mr. Adam Carp is the Office Coordinator at Bob Murray & Associates. He is the first point of contact at Bob Murray & Associates and has years of administrative experience. Mr. Carp actively contributes to Bob Murray and Associates' goal of providing exceptional customer service through close coordination and follow through with our clients and candidates alike.

Mr. Carp received his Bachelor of Arts degree in Spanish from the University of California, Los Angeles.

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted searches are listed below.

- CLIENT:** Big Bear City Community Services District, CA
POSITION: General Manager
REFERENCE: Ms. Karen Oxandaboure, former Board President and current Board Member; or Ms. Mary Reeves, Human Resources Manager/Board Secretary, (909) 584-4021
- CLIENT:** El Dorado Hills Community Services District, CA
POSITION: Administration & Finance Director
REFERENCE: Mr. Brent Dennis, General Manager, (916) 933-6624
- CLIENT:** Jurupa Community Services District, CA
POSITION: General Manager
REFERENCE: Ms. Jane Anderson, Board President, (951) 685-7434, janderson@jcsd.us; or Ms. Julie Saba, Board of Directors' Secretary, (951) 727-3528



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

March 2, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Same

Agenda Title:

Agency Comment Request – Discovery Bay Shopping Center Land Use Permit and Development Plan Application #LP16-2001

Recommended Action:

Authorize the Interim General Manager to send a letter on behalf of the Town of Discovery Bay recommending approval of the proposed land use permit and development plan application.

Executive Summary

The Contra Costa County Department of Conservation and Development has requested the District's comments on a proposed land use permit and development application for the Discovery Bay Shopping Center. This application, if approved, would streamline the permitting process for restaurants that wish to locate at the Center.

This item was on the Board's February 3rd agenda and the Board's "no negative comment" response was forwarded to the County. Given that the application is more broad than just the one specific business identified, the County planning staff requested that the Town consider the remainder of the application which is to both allow restaurants without the requirement to obtain land use permits as well as to add more flexibility to the allowable uses at the site.

The placement on this agenda does not delay the County's consideration of this matter. The proposed application would streamline the permitting of food retail establishments within the Discovery Bay Shopping Center. As such, staff recommends that a letter indicating the Board's support be forwarded to the County for their consideration.

Fiscal Impact: None

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Agency comment request and site maps

AGENDA ITEM: G-5



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

LAND USE PERMIT APPLICATION

TO BE COMPLETED BY OWNER OR APPLICANT

OWNER	APPLICANT
Name <i>Hofmann Holdings LP</i>	Name <i>Century Management Co</i>
Address <i>PO Box 787</i>	Address <i>PO Box 787</i>
City, State/Zip <i>Concord CA 94522</i>	City, State/Zip <i>Concord CA 94522</i>
Phone _____ email _____	Phone _____ email _____
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner's Signature <i>[Signature]</i>	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature <i>[Signature]</i>
CONTACT PERSON (optional)	PROJECT DATA <i>APN 004-182-005-1 & 006-9</i>
Name _____	Total Parcel Size: <i>approx 9.5 acres</i>
Address _____	Proposed Number of Units: <i>3 existing retail</i>
City, State/Zip _____	Proposed Square Footage: <i>and office bldgs</i>
Phone _____ email _____	Estimated Project Value: <i>approx 34,000 sf total</i>
Project description (attach supplemental statement if necessary): <i>see attached</i>	

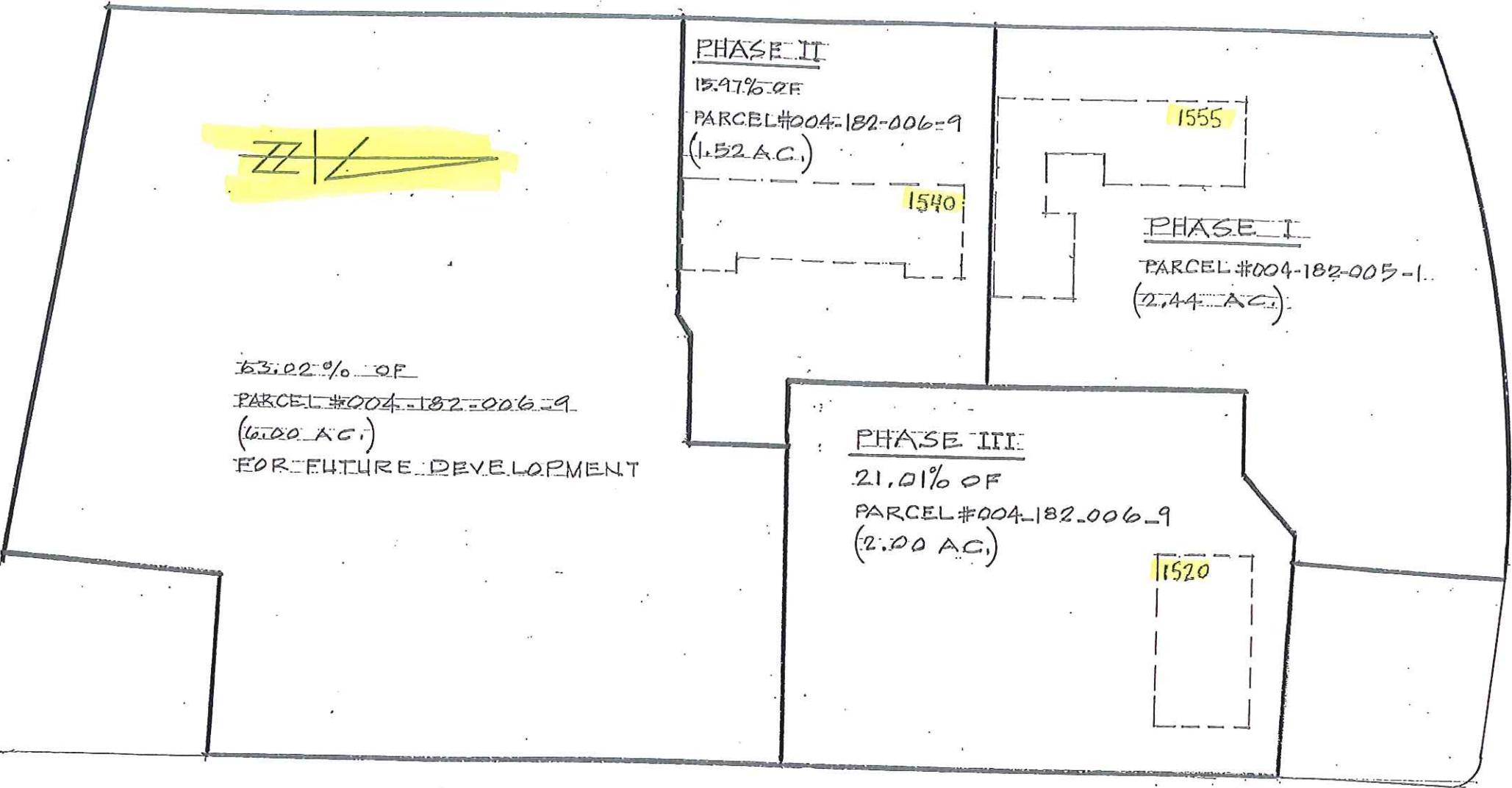
↓ FOR OFFICE USE ONLY ↓ ↓ FOR OFFICE USE ONLY ↓ ↓ FOR OFFICE USE ONLY ↓

Project description: *The applicant requests approval of a land use permit/development plan combo for the Discovery Bay Shopping Center. An approved use permit would allow certain tenant spaces be permitted to have take-out service options. The use permit would also modify DP87-3080 to expand the allowable uses for the existing bldgs in the shopping center. There may be a request for a variance to the required parking spaces.*

Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area: <i>Discovery Bay</i>	*Base Fee/Deposit	<i>\$2000</i>	<i>S-128A</i>	<i>004-182-005/006</i>
Fire District: <i>E. Contra Costa</i>	Late Filing Penalty (+50% of above if applicable)		<i>S-066</i>	Site Address: <i>Discovery Bay Shopping Center</i>
Sphere of Influence: <i>Ø</i>	1/2% est. value over \$100,000		<i>S-029</i>	Zoning District: <i>P-1</i>
Flood Zone: <i>B</i>	#Units _____ x \$195.00		<i>S-014</i>	Census Tract:
Panel Number:	Sq. Ft. x \$0.20			Atlas Page:
x-ref Files: <i>DP87-3080</i>	Notification Fee	<i>15.00 / 30.00</i>	<i>S-052</i>	General Plan: <i>Co</i>
	Fish & Game Posting (if not CEQA exempt)	<i>75.00</i>	<i>S-048</i>	LP/DP Combination: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Environmental Health Dept.	<i>57.00</i>	<i>5884</i>	Supervisorial District: <i>3</i>
	Other: <i>Dev. Plan Non-Sub. Mod Pl</i>	<i>1000 50398</i>		Received by: <i>Dominique V</i>
Concurrent Files:	TOTAL	<i>\$ 3087.00</i>		Date Filed: <i>1/7/16</i>
	Receipt	<i>#160000240</i>		File # <i>LP16-2001</i>
*Additional fees based on time and materials will be charged if staff costs exceed base fee.				

INSTRUCTIONS ON REVERSE

Discovery Bay Shopping Center
1555 Riverlake Road
1540-1520 Discovery Bay Blvd
Discovery Bay, CA



DISCOVERY BAY SHOPPING CENTER
PARCEL AND PHASE DIAGRAM



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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For Agenda Item H



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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TOWN OF DISCOVERY BAY
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FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
December 10, 2015**

MEETING CALLED: Chair Ronald Reagan welcomed everyone and called the meeting to order at 10:00 a.m.

PRESENT: **Roger Bass**, District II
Mike Bruno, Vice Chair, CCC Airports Business Association
Maurice Gunderson, Member at Large
DeWitt Hodge, Secretary, Member at Large
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, Chair, District III
Russell Roe, District V
Tom Weber, District IV

ABSENT: **Tina Dodson**, DVC
Keith McMahon, City of Concord

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Jake Allred, Airport Environmental and Community Relations Officer

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan opened the meeting with roll call and welcomed attendees.

**PUBLIC COMMENT
PERIOD:** Duane Allen commented that he is impressed with the East Ramp pavement project and enjoys the smooth surface, but is disappointed in the quality as there is some loose asphalt.

**APPROVAL OF
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Keith McMahon

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Keith McMahon.

PRESENTATION/SPECIAL REPORTS - None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

e. Pleasant Hill Sign Issue

Ronald Reagan moved agenda item e. to the beginning of the meeting. Tom Weber introduced Jamar Stamps, Department of Conservation and Development, who provides staff support to the Airport Land Use Commission (ALUC). The ALUC reviews land development applications in the areas around the public airports including Buchanan Field and Byron Airport.

Tom Weber reported that a developer has bought the former K-Mart shopping center property and is working with the City of Pleasant Hill. ALUC staff received a review request from the City of Pleasant Hill. At issue was a 67-foot pylon sign. The FAA determined that the sign is not a hazard to air navigation but a citizen's group filed an appeal stating the sign is out-of-place in a small town. The City Council requested the developer to make the sign less than 50 feet high and will make a final determination on Monday, December 14, 2015.

DeWitt Hodge asked if there would be hazard lights on the sign and how bright the sign would be. Mr. Weber responded that the use of hazard lights would depend on the height of the sign but that Mr. Stamps put in a condition that any lighting would not be a hazard to aviation.

Mr. Allen raised a concern about impact on parking at Diablo Valley College. Mr. Reagan suggested he bring it up at the Public Hearing at City Hall on December 14th.

b. Airport Noise Report & Statistics Report (September and October)

Beth Lee suggested combining agenda items b. and c. into one discussion.

Jake Allred, Environmental and Community Relations Officer, gave a PowerPoint presentation on the Airport's noise program. There is a correlation between Airport operation levels and noise complaints; operations and noise complaints have increased significantly from 2014 to 2015 at Buchanan Field. Mr. Allred went over the complaint analysis which included specifics, noise distribution areas, and the reasons for the increase.

Communication Efforts - Keith Freitas and Jake Allred met with Flight School Instructors to discuss recommended flight routes and distribute noise brochures to

new students. They also met with Tower Controllers to make sure they were making the same suggestions for flight patterns. Additionally, MDPA volunteered to disseminate information regarding noise issues and preferred flight paths to aviation clubs.

Program Improvements: Mr. Allred made the following revisions to the noise complaint process:

- Call and/or email the complainant rather than sending a letter
- Improve noise program map
- Increase outreach to flight schools and flying clubs

Ronald Reagan asked if some of the flight school activities could be moved to Byron. Mike Bruno responded that Byron is a non-towered airport and students would have to make more decisions and talk on the radio, in addition to dealing with different wind conditions and runway layout.

Tom Weber (as well as other AAC members) commended Mr. Allred on his excellent analysis and suggested that AAC members could also assist with dissemination of noise program information.

DeWitt Hodge suggested creating a video for pilots emphasizing some practical “do’s and don’ts” when flying in the area, and another video oriented toward the public to help them understand the dynamics of the airports.

Roger Bass wondered what time of day the complaints are occurring most often and if limiting touch-and-goes at night would make a difference. Mr. Allred explained that noise complaints occur both day and night. Keith Freitas added that Buchanan Field is one of a few airports in the country that have FAA grandfathered noise abatement restrictions for jet aircraft, training operations and other noise-related issues.

Mike Bruno expressed his appreciation for the information provided to the flight school instructors and students. He also stated that calling versus sending letters regarding noise complaints is a much better approach.

c. Noise Program Changes

Already covered

d. Buchanan Field/Byron Construction

Keith Freitas gave the following brief report:

Buchanan Field – The construction portion of the East Ramp project has been completed and tenant feedback was predominantly positive. In response to Duane Allen’s comments about the quality of the gravel in the East Ramp, Mr. Freitas explained that larger aggregate was used, which is more porous but more durable and lasts longer.

Byron Airport – The first phase of the rejuvenation of the pavement, remarking and replacement of signs has been completed. The project is now entering the second phase and will include remarking of the pavement and sign installation and will last approximately 5 weeks. Byron Airport tenants will be notified about runway closures;

only one runway will be closed at a time. The work is scheduled to be performed Monday through Friday so that the Airport will be fully operational on the weekends.

f. AAC Member Representation

Ronald Reagan reported that there are attendance issues with the representative from Diablo Valley College (DVC). There has been a suggestion to make it another At Large position.

Tom Weber stated that according to the bylaws, the AAC does not have the authority to change it from a DVC to an At Large position.

Dominic Aliano, District IV Representative, reported that Supervisor Karen Mitchoff spoke to Peter Garcia, President of DVC, regarding DVC's representation on the AAC. Mr. Garcia is writing a letter to relinquish DVC's seat on the AAC. Supervisor Mitchoff would have liked to have seen someone from the DVC community on the AAC but, since they are petitioning to relinquish the seat, she is amenable to having it become an At Large position.

Mr. Weber confirmed with Mr. Aliano that the AAC would amend its bylaws which would then be forwarded to the Internal Operations Committee (IOC), and then presented to the Board of Supervisors. Mr. Weber also suggested that the AAC get a working group together to review the bylaws for necessary changes. Mr. Aliano requested the AAC to wait until Supervisor Mitchoff has received the letter from Mr. Garcia.

Derek Mims suggested creating a working group of no more than 3 people to review the bylaws, since the process is lengthy. DeWitt Hodge, Tom Weber, and Derek Mims volunteered to be on the committee. Mr. Mims requested to put the bylaws on the next meeting agenda in order to give the rest of the AAC members a chance to see if there is anything that needs to be updated or changed.

Russell Roe stated that he is not opposed to changing the bylaws but pointed out that the Supervisors set up the AAC and the bylaws the way they wanted it to operate and questioned whether it is the AAC's prerogative to decide how to operate.

Ronald Reagan clarified that as an advisory committee, it is the AAC's job to advise the Supervisors and nothing the AAC does is designed to preclude the Board's authority.

g. AAC Annual Report

Mr. Reagan thanked Mr. Hodge for preparing the AAC Annual Report.

h. Super Bowl Aircraft Parking and Update

Keith Freitas reminded the group that the Super Bowl will be held at the Levi's Stadium in Santa Clara County on Sunday, February 7, 2016. The FAA is projecting 1,200 jets coming into the Bay Area for the event. The Airport has vacant space that went to bid to the Fixed-Base Operators (FBO's) for special event parking. According to other airports that have experienced this event, the FBO's will typically receive calls 2-3 weeks prior to the Super Bowl regarding people who want to fly into the airport.

i. **Airport Enterprise Fund Fiscal Year 2014/15 100% Budget Review**
Keith Freitas reported that the Airport hit revenue targets for the year (at 108%) and remained under budget on expenditures (at 87%). The target for the emergency fund was met at \$400,000. The Mariposa Fund was used for the utility and infrastructure analysis and the pavement enhancement project at Byron Airport. The Department of Conservation and Development's Byron Airport General Plan Amendment, will be using between \$250,000 to \$300,000 of the Mariposa Community Benefit fund.

j. **Rates and Charges**
Beth Lee gave an overview of the upcoming rates and charges for the Airports. This process started over 3 years ago with CPI waivers for 2 years and then was discussed in the Airport initiated Economic Development Incentive Program (EDIP) process that started in June 2014. As indicated previously, rates and charges were going to be examined and updated when the EDIP process commenced. As a reminder, the Airports are very competitive (having 100 % hangar occupancy rate) but are looking to better position competitiveness for the future (attraction and retention opportunities). Airports staff will be providing more information at the next few AAC meetings regarding proposed rates and charges items. This item will also be reviewed by the Airport Committee and then will be scheduled before the full Board for consideration.

Ronald Reagan requested an updated report on rates and charges for the AAC to review. Ms. Lee responded that there will be several meetings going forward to address this issue in detail and this item will be on the agenda for the next meeting.

UPDATES/ANNOUNCEMENTS

- a. **What is happening at Buchanan Field & Byron Airports/Other Airports**
The annual Santa Event took place on Saturday, December 5, 2015. Unfortunately attendance was lower than previous years presumably because the skydiving has been eliminated. However, the people that did attend the event were generous and the Airport raised approximately \$200 for the Food Bank in addition to receiving a half barrel of food.
- b. **Airport Land Use Commission (ALUC) Update**
None
- c. **AAC Announcements**
None
- d. **Airport Staff Announcements**
None

FUTURE AGENDA ITEMS/COMMENTS

- Bylaws
- Rates and Charges

ADJOURNMENT: The meeting was adjourned by the Chair at 11:24 a.m.

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

January 14, 2016

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Robert (Bob) Taylor at 7:06 P.M.

ROLL CALL

PRESENT: Tony Tiscareno (Antioch), Vice Chair Doug Hardcastle (Oakley), and Chair Robert (Bob) Taylor (Brentwood)

ABSENT: Mary N. Piepho (Contra Costa County)

STAFF: Dale Dennis, Program Manager

ELECTION OF OFFICERS

Chair

Director Tiscareno nominated Doug Hardcastle to serve as the Chair of the Authority. Director Taylor seconded the nomination. There were no other nominations and the nominations were closed. **Doug Hardcastle** was elected to serve as the Chair of the State Route 4 Bypass Authority for 2016, by the following vote:

AYES: Tiscareno, Hardcastle, Taylor

NOES: None

ABSTAIN: None

ABSENT: Piepho

Newly-elected Chair Hardcastle chaired the meeting at this time.

Vice Chair

Chair Hardcastle nominated Mary N. Piepho to serve as the Vice Chair of the Authority. Director Tiscareno seconded the nomination. There were no other nominations and the nominations were closed. **Mary N. Piepho** was elected to serve as the Vice Chair of the State Route 4 Bypass Authority for 2016, by the following vote:

AYES: Tiscareno, Taylor, Hardcastle

NOES: None

ABSTAIN: None

ABSENT: Piepho

PUBLIC COMMENT

Bruce Ohlson, representing the East Bay Bicycle Coalition, Bike East Bay, and the Pedalers Club, stated that bicyclists were not enthusiastic with ramp metering because local city streets were being impacted by queued vehicles as a result of ramp metering.

CONSENT ITEMS

Program Manager Dale Dennis reported that the following item, Item C, would be removed from Consent and brought back at a later date given that negotiations with the property owner were ongoing.

C. Balfour Road Interchange Project – Right-of-Way Acquisition.
THE AUTHORITY WAS ASKED TO TAKE THE FOLLOWING ACTIONS:

1. APPROVE the Draft Right-of-Way Contract, substantially in the form in the staff report dated January 14, 2016, and ACCEPT the Grant Deed, Grant of Easement, and Temporary Construction Easement listed below:

<u>Grantor</u>	<u>Documents</u>	<u>Payee</u>	<u>Amount</u>
Balfour Properties LLC	Right-of-Way Contract	North American Title Company	\$55,000.00
	Grant Deed		
	Grant of Easement	Escrow No. 1271795	
	Temporary Construction Easement		

2. AUTHORIZE the Secretary to the Authority, or designee, make non-substantive changes, as may be required, to execute said Right of Way Contract on behalf of the State Route 4 Bypass Authority (Authority), pursuant to Streets & Highways Code Section 760, and to ACCEPT the deeds listed above; and DIRECT the Secretary to bring any substantive changes back to the Board for approval.
3. APPROVE Authority's payments to Grantor, as listed above, for said property rights, and AUTHORIZE the Auditor-Controller to issue a check in said amount payable to the listed payees, to be forwarded to the Real Estate Division for delivery to payees.
4. DIRECT the Real Estate Division of the Public Works Department to cause said Grant Deed, Temporary Construction Easement, and Grant of Easement to be delivered to North American Title Company for recording.

On motion by Director Tiscareno, seconded by Director Taylor, the Authority adopted the Consent Items, but not Item C, which was removed, by the following vote:

AYES: Tiscareno, Taylor, Hardcastle
NOES: None
ABSTAIN: None
ABSENT: Piepho

- A. APPROVED Minutes of the December 10, 2015 meeting.
- B. APPROVED an Agreement with Anita Tucci-Smith, for minute taking services from July 1, 2015 through June 30, 2017, with a payment limit of \$7,500.00; and AUTHORIZE the Secretary, or designee, to sign the Agreement on behalf of the Authority.
- C. The item was removed from Consent.
- D. Balfour Road Interchange Project – Right-of-Way Acquisition.
THE AUTHORITY TOOK THE FOLLOWING ACTIONS:

- 1. APPROVED the Draft Right-of-Way Contract, substantially in the form in the staff report dated January 14, 2016, and ACCEPTED the Temporary Construction Easement and Quitclaim Deed listed below:

<u>Grantor - Lessee</u>	<u>Documents</u>	<u>Payee</u>	<u>Amount</u>
Chevron U.S.A., Inc.	Right of Way Contract Temporary Construction Easement Quitclaim Deed	Chevron U.S.A., Inc.	\$26,500.00

- 2. APPROVED the Agreement Regarding Reservation of Rights to Claim Compensation for Loss of Business with Chevron, substantially in the form attached to the staff report.
- 3. AUTHORIZED the Secretary to the Authority, or designee, make non-substantive changes, as may be required, and to execute, on behalf of the Authority, said Right of Way Contract and Agreement Regarding Reservation of Rights to Claim Compensation for Loss of Business with Chevron, pursuant to Streets & Highways Code Section 760 and to ACCEPT the deed listed above; and DIRECTED the Secretary to bring any substantive changes to said documents back to the Board for approval.

4. APPROVED Authority's payments to Grantor-Lessee, as listed above, for said property rights, and AUTHORIZED the Auditor-Controller to issue checks in said amounts payable to the listed payees, to be forwarded to the Real Estate Division for delivery to payees.
 5. DIRECTED the Real Estate Division of the Public Works Department to cause the Temporary Construction Easement and Quitclaim Deed to be delivered to North American Title Company for recording
- E. ACCEPTED Audit Report prepared by Wallace Rowe and Associates, Certified Public Accountants, for the Fiscal Year ending June 30, 2015.

DETERMINATION ITEMS

- A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dennis reported that the SR-4/160 Connectors were getting closer to completion and were expected to be open sometime this quarter. The Balfour Road Interchange project was continuing to move forward with right of way acquisition and relocation.

BOARDMEMBER COMMENTS

In response to Director Taylor, Steve Kersevan, Brentwood City Engineer advised that he would provide the cover sheet to the plans to identify the on- and off-ramp configurations for the Balfour Road Interchange project.

Mr. Dennis added that he would follow up with the Contra Costa Transportation Authority (CCTA) to provide those exhibits.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Taylor adjourned the State Route 4 Bypass Authority meeting at 7:12 P.M. to the next meeting scheduled for Thursday, February 11, 2016.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

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For Agenda Item O



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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